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Approved For Release 2004/05/05 : CIA-RDP60-00594A000300030023-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 29 May 1958

FROM : Chief/Language and Area School/TR

SUBJECT: Weekly Activities Report #21

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. Responding orally to your memorandum to C/DD, [] telephoned to say that Dr. [] could report for TDY on 27 May, and that he would be glad to review the case in September, in accord with your proposal.

2. By accident, we were intermediaries in handing to [] an individual in whom they were interested for an operational assignment.

3. We have received a request from SR to release on 13 June one of the best students in the intensive Russian course. Too bad! Also, from FE to recall from [] a student two days before end of course. Not so bad!

4. [] discussed with [] the desire for ops orientation for [] and agreed upon a "background reading" phase to begin with.

5. File studies and personal interviews are in progress preparatory to QRP's on 29 May.

6. We are continuing to develop a system whereby we can classify and grade our contract employees in a professional manner based on their qualifications for work in the School, applying generally standards for staff employees. This will permit us to develop an element of equitableness, will provide added incentive for professional development of all instructors, and, in the long run, probably will permit some financial economy.

7. [] has asked for a release to seek employment elsewhere in the Agency. We have agreed to let him go after 30 June.

Document No. 26NO CHANGE in Class. ☒☐ DECLASSIFIED

Class. CHANGED TO: TS B C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/178

Date: 08 MAR 1978 BY: []

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 28 May 1958

FROM : Deputy Chief, Plans, Research & Administration

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. Twenty-nine people were tested last week in French, Greek and Swahili. The Greek test was edited and reproduced.
2. In double checking recent proficiency test scores provided by A&E, we so far note the following: in eighty-six tests checked, there were sixteen errors - a batting average of 19% error.
3. We are grateful for the extremely valuable contribution made by Dr. [] the A&E Staff to [] Basic Country Survey -
[] lectured on the social character of the []
4. [] has developed, and is putting into effect, a new house-keeping system for [] which will reduce substantially the food costs for student participants and simplify housekeeping and accounting.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief Language and Area School

DATE: 29 May 1958

FROM : Deputy for Language Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to Report.

B. OTHER ACTIVITIES

25X1 1. Mrs. [] entered on duty on Tuesday and is rapidly taking
over many of the daytime duties in the Voluntary Language Program. []
is now devoting virtually full time to the oral proficiency testing programs.
Developments in the testing program will be reported by [] 25X1

25X1 2. FE offered us the part-time services of a young man recently returned
from the field and now awaiting reassignment, who is of Greek parentage and
speaks Greek well. [] interviewed the young man, whose name is
[] and arranged for him to assist [] by giving several extra
25X1 drill hours a week to [] present Greek students. He will be able to
25X1 serve in this capacity for about six months. 25X1

25X1 3. Acting on a proposal by [] we are preparing to announce a
course in Japanese grass writing (sōsho), the most cursive form of hand-
writing. This course, to begin in January and to provide a total of 48 class
hours (3 hours a week for 16 weeks), would be designed for advanced students.

25X1 4. This week brings to a close the series of lectures in German which
[] has arranged for the students of the present German Intermediate RSW
(Full Time) course. Lectures have been open to the Agency public and have
been quite well attended. The lecturers were obtained from within the Agency
and from other government agencies, and they represented a wide and interesting
variety of backgrounds. Arranging the lectures was a hard job. It was done
25X1 well, and [] deserves a vote of thanks, as does [] who acted as chair-
man at all the lectures, introducing the speakers and managing the question-
periods. 25X1

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25X1 5. The second 20-week part-time Romanian Basic Speaking (Part Time) course to be offered by the Agency completed the last 3 days of the course at [] last week. The level of proficiency at the completion of a course of this kind is usually not great enough to make a stay at [] profitable. However, the high standards of achievement of this particular group, which was composed primarily of SE people, made the [] stay a valuable part of their training.

25X1 Mrs. [] the staff instructor, [] of OO/Con-
25X1 tacts, and [] of SE were the native speakers.

25X1 6. With the completion of the French Intermediate RSW (Full Time) course, Mrs. [] will terminate her employment as a member of the French native-speaker staff. Before joining the staff Mrs. [] indicated that she would be available only for the 10-week intermediate course. She made a valuable contribution and we hope she will be able to work with us again sometime in the future.



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 28 May 1958

FROM : Deputy, Area Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None

B. OTHER ACTIVITIES

1. A pilot course along the lines of the "Helms proposal" was decided upon at the third session of the area planning conference held on 22 May. EE will be the testing ground, and will be asked to form a committee for the purpose to meet with LAS, late in June, to arrange the course. TK
2. The Hungary - Basic Country Survey course featured excellent talks by [] ONE, on Soviet policy, and by [] on Block relations. 25X1
25X1
3. Service to NEA: A special showing of CBS/TV's "Algeria Aflame" was arranged for 5 senior officers. Advice on establishing a station reference and reading shelf of area materials was requested by and given to [] 25X1
[] special consultant to NEA, asked for the use of our lecture room for a special series of lectures he will give on PP matters. [] on his own, suggested the need for a course on India. 25X1
4. In view of the many problems surrounding the offering of a course on any aspect of the Sino-Soviet Axis, and after consultation with C/SIC, we have decided to postpone the start of the LAS offered Regional Survey The Moscow Peking Axis and re-orient the course to highlight those factors and elements SIC and LAS consider most significant in the light of recent events. 25X1